



Human Resource Management Affirmation Form
(to be completed, signed, and submitted at certification renewal)

Professional Development Provider Instructions: The provider will affirm by initialing and dating that each substance abuse specific staff has completed all staff training listed below:

Training Topic Areas	Initial and date upon training completion:
Client Rights Ch.2, Section 2 (c) (ii)	
Trauma Assessment & Mgmt Ch. 2, Section 7 (d)	
Cultural Competency Ch. 2, Section 7 (d)	
Rights of Person Served Ch. 2, Section 7 (d)	
Family-Centered Services Ch. 2, Section 7 (d)	
Prevention of Workplace Violence Ch. 2, Section 7 (d)	
Confidentiality Ch. 2, Section 7 (d)	
Professional Conduct & Ethics Ch. 2, Section 7 (d)	
Plan for access to 1 st Aid – All Programs Ch. 2, Section 2 (d) (i)	
1 Staff w/ CPR – Res Programs Ch. 2, Section 2 (d) (i)	
Emergency Procedures Ch. 2, Section 2 (d) (ii)	
Volunteers acknowledging P&P review / understanding, if applicable Ch. 2, Section 7 (c)	

Specific to DUI / MIP Provider Instructions: The provider will affirm by initialing and dating that the applicable staff have completed the following training:

DUI / MIP Training	Initial and date upon training completion:
Provider of this service demonstrates ability, through education and training, to provide DUI/MIP education, and utilizes one (1) of the three (3) approved curriculum. Name of curriculum used: _____ Ch. 4, Section 10 (a)	

Personnel Records Provider Instructions: The provider will affirm by initialing and dating that each substance abuse specific staff have the following applicable information in their personnel record:

Personnel Record Contents Ch. 2 Section 7 (i)	Initial and date affirming items are in personnel records:
Annual Performance Appraisal Ch 2, Section 7 (i)	
Current Professional License Ch 2, Section 7 (i)	
Job Description Ch 2, Section 7 (i)	
Resume or Application Ch 2, Section 7 (i)	
Letters of Reference or Verbally Documented References Ch 2, Section 7 (i)	
The provider will affirm that the following forms are not kept in personnel files, but kept in a separate and locked location:	Initial and date affirming items are in personnel records, but kept in a separate and locked location:
I-9 Forms Ch 2, Section 7 (i)	
DFS, Sex Offender, DCI-State Background Check Affirmation Form Ch. 2, Section 7 (h)	

The provider will affirm that the Main Personnel File, I-9 Forms File, Medical Information File and Background Check File are all kept separately and in locked locations. _____ **(Initials)**

Keep a current copy of this form within each personnel file.

Authorized Signature / Title

Date